

OVERVIEW (OV) INFORMATION

AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF ENVIRONMENTAL JUSTICE AND TRIBAL AFFAIRS
REGION 6

TITLE: ENVIRONMENTAL JUSTICE GRANTS IN SUPPORT OF
COMMUNITIES DIRECTLY AFFECTED BY HURRICANES KATRINA
AND RITA

ANNOUNC. TYPE: INITIAL ANNOUNCEMENT

FUNDING NO: EPA-R6-EJ-06-01

CFDA NO: 66.309

DATES: ANNOUNCEMENT DATE: March 15, 2006
CLOSING DATE: April 30, 2006

EXECUTIVE SUMMARY: The purpose of this Request for Proposals is to solicit proposals from local non-profit community-based organizations and local environmental justice networks (proof of non-profit status designated by the state or IRS through 501 (c) (3) status), local universities or colleges and local churches located within Region 6. Funding is limited to projects conducted within areas of the states of Louisiana and Texas that were directly affected by hurricanes Katrina and/or Rita. "Affected" is defined as being in the locale that has been directly influenced or altered by hurricane Katrina and as defined by the Federal Emergency Management Agency (FEMA) as affected areas for Counties. Please go to the FEMA web site to find out if your project site is listed as an affected County. Eligible project sites are located in Counties that are listed as "Individual Assistance (Assistance to Individual Households)" under the FEMA Web site for Designated Counties:

http://www.fema.gov/press/2005/hurricane_season.shtm

The estimated total program funding is \$150,000. EPA will make **exact awards** of \$25,000 or \$50,000 with project periods ranging from a period of one to two years. You must submit either a \$25,000 budget or \$50,000 budget; a range (e.g., \$35,000) will not be accepted.

EPA estimates making 3-6 awards, depending on the amount of the applications awarded. The Agency reserves the right to reject all applicants and make no awards. Awards must be made using the applications received under the competition.

FULL TEXT ANNOUNCEMENT

- I. Funding Opportunity Description**
- II. Award Information**
- III. Eligibility Information**
- IV. Application and Submission Information**
- V. Application Review Information**
- VI. Award Administration Information**
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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

A. Definition of Environmental Justice

EPA defines “environmental justice” as the ***fair treatment*** and ***meaningful involvement*** of all people regardless of race, color, national origin or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. ***Fair treatment*** means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal environmental programs and policies. ***Meaningful involvement*** means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public’s contribution can influence the regulatory agency’s decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected.

B. Project Purpose

EPA Region 6’s Office of Environmental Justice and Tribal Affairs is requesting applications from eligible applicants who will assist local communities in addressing local environmental and/or public health issues as they directly relate to hurricanes Katrina and/or Rita.

Funding is limited to projects conducted within areas of the states of Louisiana and Texas that were directly affected by hurricanes Katrina and/or Rita. “Affected” is defined as being in the locale that has been directly influenced or altered by hurricane Katrina and as defined by the Federal Emergency Management Agency (FEMA) as affected areas for Counties. Please go to the FEMA web site to find out if your project site is listed as an affected County. Eligible project sites are located in Counties that are listed as “Individual Assistance (Assistance to Individual Households)” under the FEMA Web site for Designated Counties:

http://www.fema.gov/press/2005/hurricane_season.shtm

C. Proposal

The proposal is one of the most important components of the application package because it establishes important aspects of the project, such as the project’s goals, activities, and commitments. A proposal is much stronger when it is more focused and succinct, compared to

a proposal that tries to address too many issues. It is preferred that the applicant select one, and in some situations not more than two, specific issues with defined and measurable results to address and develop well-articulated strategies that will demonstrate how the applicant proposes to address the local environmental and/or public health issue within the community. Simplicity in all areas of the proposal is encouraged. The proposal should do the following:

- ✓ Identify the local environmental and/or public health issue of concern and describe how your project proposes to address the issue;
- ✓ Clearly describe the impacted community;
- ✓ Identify collaborative partners and their roles for the project;
- ✓ Describe how the project proposes to address the identified local environmental and/or public health issue; and
- ✓ Explain why your organization and the Project Manager are well qualified to undertake this project.

D. Qualified Environmental Statutes

This program is designed for projects that address multi-media environmental and/or public health issues. For this reason, each project must include activities that are authorized by at least two of the following federal environmental statutes:

1. **Clean Water Act, Section 104(b) (3):** conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.
2. **Safe Drinking Water Act, Section 1442(c)(3)(C):** develop and expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.
3. **Solid Waste Disposal Act, Section 8001(a):** conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).
4. **Clean Air Act, Section 103(b) (3):** conduct research, investigations, experiments, demonstration projects, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
5. **Toxic Substances Control Act, Section 10(a):** conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances.
6. **Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a):** conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.
7. **Marine Protection, Research, and Sanctuaries Act, Section 203:** conduct research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

PLEASE NOTE: Applications for proposed projects that are inconsistent with the above stated EPA statutory authorities or goals of the program are ineligible for funding and will not be reviewed and scored.

E. Environmental Outputs and Outcomes

“Outputs” are generally activities, efforts, and/or associated work products (e.g., training brochure, community forum) that are produced from your project. “Outcomes” are the results, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective.

Outcomes may be environmental, behavioral, health-related or programmatic in nature, and must be quantitative. Outcomes may not necessarily be achievable within an assistance-funding period. Articulating clear outputs and outcomes for your project helps you to track your performance during the lifetime of the project and also helps to assess the success of your project at the end of the grant period. These outputs and outcomes will be the basis for your Project Performance Measures.

In addition, output and outcome measures help gauge the effectiveness of EPA’s programs by ensuring that EPA’s limited resources are used to further the Agency’s Strategic Goals. Strategic Goal 4, within which environmental justice is located, is divided into the following objective and sub-objective:

Goal 4: Healthy Communities and Ecosystems
Objective 4.2: Communities
Sub-objective 4.2.2: Restore Community Health

Therefore, an applicant must develop Project Performance Measures (using outputs and outcomes) that will demonstrate how the project will result in healthy communities and ecosystems. Although project activities will likely vary depending on the community and the intended goal of the project, ALL applicants must link their projects to the Agency’s Strategic Goal 4.

Anticipated outputs may include, but are not limited to:

- ✓ Identification of the local environmental and/or public health issue resulting from hurricanes Katrina and/or Rita
- ✓ Formal agreements with one or more partners to participate in mitigation/monitoring/remediation efforts in response to hurricanes Katrina and/or Rita
- ✓ Strategies developed from a collaborative partnership to address the local environmental and/or public health issue resulting from hurricanes Katrina and/or Rita
- ✓ Implementation of mitigation/monitoring/remediation technique to address the local environmental and/or public health issue resulting from hurricanes Katrina and/or Rita

Anticipated outcomes may include, but are not limited to:

- ✓ Increased community knowledge and understanding on how to leverage technical, social, and/or financial resources to address the local environmental and/or public health issue
- ✓ Improved local environmental and/or public health condition

Project Performance Measures

You must address the following in developing your Project Performance Measures:

- ✓ Resources/Inputs: What resources are you putting forward to further the project's goals? Resources may include, but are not limited to, staff time, in-kind contributions, and other monetary contributions, etc.
- ✓ Activities: What activities will you conduct under your proposal?
- ✓ Outputs and Outcomes: Describe the outputs and outcomes that will result from your project.

Outputs should be articulated as activities, efforts, and/or associated work products that will be produced through this project.

Outcomes should be articulated as benefits, or impacts that your project is expected to produce over time. Outcomes should be discussed in terms of short-term (changes in awareness), intermediate (changes in behavior, practices, decisions) and long-term (changes in local environmental and/or public health conditions).

- ✓ External Influences: Describe the external influences that may impact the success of your project. These external influences may negatively or positively impact your project.

F. Partnerships

Establishing partnerships is an important aspect of this program. However, in establishing partnerships for your project, you should be aware of your responsibilities under the applicable grant regulations if your project is awarded.

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and sub-award, or sub-grant, procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants **MUST** compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Sub-grants or sub-awards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement to acquire commercial services or products to carry out its cooperative agreement. For-profit organizations are not eligible sub-grant recipients under this announcement. The nature of the transaction between the recipient and the sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of "sub-award" at 40 CFR 30.2(ff) or "sub-grant" at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

SECTION II - AWARD INFORMATION

A. Funding Availability and Project Period

The estimated total program funding is \$150,000. EPA will make **exact awards** of \$25,000 or \$50,000 with project periods ranging from a period of one to two years. You must submit either a \$25,000 budget or \$50,000 budget; a range (e.g., \$35,000) will not be accepted.

EPA estimates making 3-6 awards. The Agency reserves the right to reject all applicants and make no awards.

B. Number of Anticipated Awards

EPA anticipates awarding from 3-6 projects, subject to the availability of funds and the quality of the applications submitted. EPA reserves the right to reject all applications and make no awards under this announcement.

SECTION III -- ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible applicants under this announcement are limited to local non-profit community based organizations and local environmental justice networks (proof of non-profit status designated by the state or IRS through 501 (c) (3) status), local universities or colleges and local churches located within Region 6. Applicants must be eligible for award consideration at the time of application submission.

Please note that due to the cited natural disasters, this request for proposals has a more limited definition of “eligibility” than the eligibility criteria under CFDA 66.309.

B. Threshold Eligibility Criteria

Before an application is scored by the Review Panel, it must have satisfied the two conditions below:

1. Project Purpose: The project's primary purpose must be to help those directly impacted by the local environmental and/or public health issue stemming from hurricanes Katrina and/or Rita. Projects must be conducted within areas of the states of Louisiana and Texas that were directly affected by hurricanes Katrina and/or Rita. “Affected” is defined as being in the locale that has been directly influenced or altered by hurricane Katrina and as defined by the Federal Emergency Management Agency (FEMA) as affected areas for Counties. Please go to the FEMA web site to find out if your project site is listed as an affected County. Eligible project sites are located in Counties that are listed as “Individual Assistance (Assistance to Individual Households)” under the FEMA Web site for Designated Counties:

http://www.fema.gov/press/2005/hurricane_season.shtm

2. Applicant Eligibility: You must demonstrate that you are an eligible applicant under this program. Eligibility under this program is limited to local non-profit community based organizations and local environmental justice networks (proof of non-profit status designated by the state or IRS through 501 (c) (3) status), local universities or colleges and local churches located within Region 6.

3. Qualified Environmental Statutes. Your project must be tied to two or more qualified environmental statutes, see Section I. D.

4. Budget: EPA will make **exact awards** of \$25,000 or \$50,000 with project periods ranging from a period of one to two years. You must submit either a \$25,000 budget or \$50,000 budget; a range (e.g., \$35,000) will not be accepted.

Threshold Reviewers will refer to the One-Page Summary to determine whether or not you meet the Threshold Eligibility Requirements (See Section IV. B. 2).

C. Cost-sharing or Matching Funds

Cost-sharing or matching is not required as a condition of eligibility or, otherwise, for applications selected for award.

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

You can request an application by filling out the request form at EPA's Web site: http://www.epa.gov/ogd/grants/how_to_apply.htm. Potential applicants may request a paper copy of the application from the Agency contact listed in Section VII of this announcement. Applicants can also acquire necessary forms at: <http://www.epa.gov/ogd/forms/forms.htm>.

B. Content and Form of Application Submission

No matter what mode of submission, applications MUST include the following required items: (1) the SF-424 Application for Federal Assistance (2) a One-page Summary; (3) the proposal; and (3) the Detailed Budget. One original plus 2 copies is requested for hardcopy submissions. Applications submitted electronically through www.grants.gov do not require 2 copies.

1. SF-424 Application for Federal Assistance:

a. SF-424 APPLICATION FOR FEDERAL ASSISTANCE, with original signature. The official form is required for all Federal grants. It requests basic information about the applicant and the proposed project. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B Web site at: <http://www.dnb.com>.

2. **One-page Summary:**

The One-page Summary will be the basis from which the Threshold Reviewers will determine whether or not you meet the Threshold Eligibility Criteria. Please address the following items:

a. Project Title and Brief Project Purpose Statement. Give a title for your project and provide a summary description of the proposed project. The project's primary purpose must be to help those directly impacted by the local environmental and/or public health issue stemming from hurricanes Katrina and/or Rita. Projects must be conducted within areas of the states of Louisiana and Texas that were directly affected by hurricanes Katrina and/or Rita. Eligible project sites are located in Counties that are listed as "Individual Assistance (Assistance to Individual Households)" under the FEMA Web site for Designated Counties:

http://www.fema.gov/press/2005/hurricane_season.shtm

b. Applicant Information. Describe how your organization is an eligible applicant under this program. Eligibility under this program is limited to local non-profit community based organizations and local environmental justice networks (proof of non-profit status designated by the state or IRS through 501 (c) (3) status), local universities or colleges and local churches located within Region 6.

c. Qualified Environmental Statutes. List the qualified environmental statutes that are relevant to your project and explain how they are tied to the local environmental and/or public health issue in your community.

d. Budget. Briefly state whether you are submitting a \$25,000 or \$50,000 budget. EPA will make **exact awards** of \$25,000 or \$50,000 with project periods ranging from a period of one to two years. You must submit either a \$25,000 budget or \$50,000 budget; a range (e.g., \$35,000) will not be accepted.

3. **Proposal:**

The proposal should not exceed 5 typewritten pages. If the application exceeds 5 pages, only the first 5 pages of the proposal will be reviewed and scored. The pages of the proposal should be letter size (8 ½ X 11 inches), with normal type size (10 or 12 characters per inch), and at least 1" margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple. Do not include videos or DVDs.

Community and Environmental and/or Public Health Information. Describe: (1) the extent to which the local environmental and/or public health issue impacts economically disadvantaged and underserved communities and/or vulnerable communities and populations (i.e. pregnant women, elderly, and children); and (2) how the impacted community will benefit from your project's intended local environmental and/or public health results.

Collaborative Partners. Applicants are encouraged to have collaborative partners to work on this project. List all the partners participating in this project and describe: (1) what their roles are for this project; and (2) the strategies for cooperation and communication with stakeholders.

Project Purpose. You must: (1) describe how your project proposes to address the identified local environmental and/or public health issue; (2) describe, in detail, the steps you intend to take in meeting your project's objectives; and (3) provide a detailed activity timeline with target dates for completion of activities, deliverables, and/or milestones. The project's primary purpose must be to help those directly impacted by the local environmental and/or public health issue stemming from hurricanes Katrina and/or Rita.

Past Performance in Reporting on Outputs and Outcomes. Please list any Federal or non-Federal agreements of similar size, scope, and relevance to the proposed project performed within the past 5 years. List the grant or cooperative agreement number, title of the project, the amount of funding, funding agency or organization, and point-of-contact. Describe how you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements. If you did not make any progress towards achieving the expected outputs and outcomes, describe whether you have documentation and/or reports satisfactorily explaining why.

Organizational Capacity and Programmatic Capability. Describe other projects that have been successfully managed, or organizational features and controls that will help ensure that the project can be effectively managed and successfully completed. The applicant must describe and provide substantiation of its ability to manage a project such as the one proposed. Please also describe the system(s) that will be used to appropriately manage, expend, and account for federal funds. If the applicant is, or has been, a recipient of an EPA and/or other Federal grant/cooperative agreement in the last 5 years, the applicant must provide information regarding compliance reporting measures, and annual financial status reporting. Please also describe how the applicant and the Project Manager has led the process of developing this proposal and what systems and procedures the applicant will use to ensure that it will lead the project.

Environmental Outputs and Outcomes. Describe the process for developing Project Performance Measures (See Section I. E) by listing all resources, activities, outputs, outcomes, and external influences associated with your project.

Qualifications of the Project Manager. Describe why the Project Manager from your organization is qualified to undertake the project.

4. Detailed Budget:

You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized and broken into unit costs. You must submit either a \$25,000 budget or \$50,000; a range (e.g., \$35,000) will not be accepted. Your budget will be evaluated on the reasonableness of the costs and how the budget relates to the activities in your proposal.

C. Submission Dates and Times

The deadline for submission of completed proposals is April 30, 2006. Proposals must be date stamped by courier service or postmarked by U.S. Postal Service by 11:59 pm. All required items under Section IV. B ((1) the SF-424 Application for Federal Assistance; (2) the One-page Summary; (3) the proposal; and (3) the Detailed Budget) must be submitted in a single package on/or before this date to be reviewed and scored. Electronic proposals may be submitted through www.grants.gov (See Section IV. I). E-mailed and late proposals will not be reviewed and scored. Hardcopies can be mailed or sent via courier service to:

Shirley Quinones	Nelda Perez
USEPA, Region 6 1445 Ross Ave. (6RA-DJ) Dallas, TX 75202-2733 Quinones.Shirley@epa.gov 214-665-2713	USEPA, Region 6 1445 Ross Ave. (6RA-DJ) Dallas, TX 75202-2733 Perez.Nelda@epa.gov 214-665-2209

D. Intergovernmental Review

Executive Order 12372, Intergovernmental Review of Federal Programs is applicable to award, resulting from this announcement. Applicants selected for funding will be required to provide a copy of their proposals to their State Point-of-Contact where the projects will be conducted for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. Due to the short time requirements needed by the Single Point-of-Contact to review proposals, applicants should submit copies of their proposals to the appropriate state contact below at the same time they submit proposals to EPA. The following are the points of contact for each state:

TEXAS	LOUISIANA
Denise Francis Grants Team P.O. Box 12428 Austin, TX 78711 (512) 305-9415	Teresa Stephens P.O. Box 4303 Baton Rouge, LA 70821 (225) 219-3840

E. Funding Restrictions

EPA grant funds can only be used for the purposes set forth in the grant and must be consistent with the statutory authorities for the award. The recipient cannot use these funds for the following activities under this cooperative agreement program:

- ✓ Litigation against the federal government or any other government entity;
- ✓ Construction;
- ✓ Lobbying;
- ✓ Matching funds for other federal grants;
- ✓ Travel for federal employees; or
- ✓ Human health studies (taking blood or other information from humans).

F. Other Submission Requirements

The proposal is not to exceed 5 typewritten pages. If the application exceeds 5 pages, only the first 5 pages of the proposal will be reviewed and scored. The pages of the proposal should be letter size (8 ½ X 11 inches), with normal type size (10 or 12 characters per inch), and at least 1" margins. There will be no penalty for using a different page size or font type, but it is strongly discouraged. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple. *Do not send videos or DVDs.*

G. Consequences of Not Following Submission Requirements

Applications will NOT be reviewed and scored if the application:

- ✓ is submitted after April 30, 2006 the RFA closing date; or
- ✓ does not meet the Threshold Evaluation Criteria (See Section III. B and V. A. 1).

H. Treatment of Late Applications

Applications that are not post-marked by the US Postal Service or date-stamped by courier service by 11:59 pm April 30, 2006, will not be considered for award. For applications submitted through www.grants.gov, applications that are not submitted by 11:59 pm April 30, 2006, will not be considered for award.

I. Electronic Submission Procedures

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution that is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on "Get Started," and then click on "For AORs" (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the "Apply for Grants" tab at the top of the page. Then click on "Apply Step 1: Download a Grant Application Package and Application Instructions" to download the PureEdge viewer and obtain the application package for the announcement (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the "PureEdge Viewer" link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number EPA-R6-EJ-06-01 or the CFDA number 66.309, that applies to the announcement, in the appropriate field. You may also be able to access the application package by clicking on the button "How To Apply" at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the "Find Grant Opportunities" button on the top of the page and then to go EPA opportunities).

Application Submission Deadline: Your organization's AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11:59 pm April 30, 2006. Please submit *all* of the proposal/application materials described below. To

view the full funding announcement, go to

<http://www.epa.gov/Arkansas/6dra/ejtribal/ej/index.htm>

or go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

1. SF-424 Application for Federal Assistance
2. One-page Summary
3. Proposal
4. Detailed Budget

The application package *must* include all of the following materials:

1. SF-424, Application for Federal Assistance

Standard Form (SF) 424, Application for Federal Assistance - Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

The document, SF-424, above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For this document, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out the form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

2. One-Page Summary

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

You must follow all the instructions under Section IV. B. 2, “One-Page Summary” of this proposal. If you do not carefully follow the instructions or if you fail to address any required element in the One-Page Summary, it will impact your ability to secure an award under this Program. Provide a brief one-page summary on the following areas: (1) Project Title and Brief Project Purpose Statement; (2) Applicant Information; and (3) Qualified Environmental Statutes. Label this document “One-Page Summary,” and submit it under “Other Attachments Form.”

3. Proposal

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

You must follow all the instructions under Section IV. B. 3, “Proposal.” If you do not carefully follow the instructions or if you fail to address any required element in the proposal, it may impact your ability to secure an award under this Program.

For your proposal, you will need to attach an electronic file. Prepare your narrative proposal as described above in Section IV. B. 3 and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

4. Detailed Budget

You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized and broken into unit costs. You must submit either a \$25,000 budget or \$50,000; a range (e.g., \$35,000) will not be accepted. Your budget will be evaluated on the reasonableness of the costs and how the budget relates to the activities in your proposal.

J. Programmatic Capability Ranking Criteria

Applicants will be required to submit information relating to the programmatic capability criteria to be evaluated under the ranking factor in Section V. A. 2 “Organizational Capacity and Programmatic Capability.” In evaluating an applicant for programmatic capability purposes under the relevant ranking factor, EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

K. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

L. Pre-proposal Assistance

Region 6 will provide pre-proposal assistance to address any questions that applicants may have about the announcement or the application process. For further information on how to participate in the pre-proposal assistance, please visit

<http://www.epa.gov/Arkansas/6dra/ejtribal/ej/index.htm>

or contact Shirley Quinones at (214) 665-2713 or quinones.shirley@epa.gov.

SECTION V – APPLICATION REVIEW INFORMATION

A. Criteria

1. **Threshold Evaluation Criteria.** The Threshold Reviewers will review the One-Page Summary to determine if your project meets the Threshold Eligibility Criteria (See Section IV. B.

2). Applicants must satisfy all the conditions below to be reviewed and scored:

2.

a. Project Purpose Statement: The project's primary purpose must be to help those directly impacted by the local environmental and/or public health issue stemming from hurricanes Katrina and/or Rita. Projects must be conducted within areas of the states of Louisiana and Texas that were directly affected by hurricanes Katrina and/or Rita. "Affected" is defined as being in the locale that has been directly influenced or altered by hurricane Katrina and as defined by the Federal Emergency Management Agency (FEMA) as affected areas for Counties. Please go to the FEMA web site to find out if your project site is listed as an affected County. Eligible project sites are located in Counties that are listed as "Individual Assistance (Assistance to Individual Households)" under the FEMA Web site for Designated Counties:

http://www.fema.gov/press/2005/hurricane_season.shtm

b. Applicant Eligibility: You must demonstrate that you are eligible applicant under this program. Eligibility under this program is limited to local non-profit community based organizations and local environmental justice networks (proof of non-profit status designated by the state or IRS through 501 (c) (3) status), local universities or colleges and local churches located within Region 6.

c. Qualified Environmental Statutes. Your project must be tied to two or more qualified environmental statutes, see Section I. D.

d. Budget: EPA will make **exact awards** of \$25,000 or \$50,000 with project periods ranging from a period of one to two years. You must submit either a \$25,000 budget or \$50,000 budget; a range (e.g., \$35,000) will not be accepted.

3. **Ranking Criteria.** Proposals meeting the Threshold Evaluation Criteria will be reviewed and scored by the Review Panel. The corresponding points next to each criterion are the weights EPA will use to score the proposals. Points will range depending on how well the applicant meets the given criterion. Each proposal will be rated under a points system, with a

total of 100 points possible. Please note that certain sections are given greater weight than others. The proposal will be scored on the following Ranking Criteria:

Criterion	Maximum Points per Criterion
<u>Community and Environmental and/or Public Health Information.</u> You will be evaluated on your ability to clearly describe: (1) the extent to which the local environmental and/or public health issue impacts economically disadvantaged and underserved communities and/or vulnerable communities and populations (i.e. pregnant women, elderly, and children); and (2) how the impacted community will benefit from your project's intended local environmental and/or public health results.	20 points total
<u>Collaborative Partners.</u> Applicants are encouraged to form partnerships. You will be evaluated on your ability to clearly articulate (1) each partner's role for this project; and (2) the strategies for cooperation and communication with stakeholders. Reviewers will consider how thoroughly and clearly you address each item.	5 points total
<u>Project Purpose.</u> You will be evaluated on your ability to clearly: (1) describe how your project proposes to address the identified local environmental and/or public health issue; (2) describe, in detail, the steps you intend to take in meeting your project's objectives; and (3) provide a detailed activity timeline with target dates for completion of activities, deliverables, and/or milestones. The project's purpose must be to address a local environmental and/or public health issue of the community as it directly relates to hurricanes Katrina and/or Rita in Louisiana and Texas. Reviewers will consider how realistic your project description is in addressing the local environmental and/or public health issue and will give more consideration to a write-up that is focused and succinct. In reviewing part (3), you will be evaluated on your ability to identify specific implementation target dates for all the proposed activities, deliverables, and/or milestones in your project.	30 points total
<u>Past Performance in Reporting on Outputs and Outcomes.</u> You will be evaluated on how well you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements, and if you did not make such progress towards achieving the expected outputs and outcomes, whether the documentation and/or reports satisfactorily explain why not. In evaluating applicants under this factor, the Agency will consider the information supplied by the applicant in the proposal, and may also consider relevant information from other sources including Agency files and prior/current grantors. Applicants who have no relevant or available past performance reporting will receive a neutral score for this factor. A neutral score in this case is 2 points.	5 points total
<u>Organizational Capacity and Programmatic Capability.</u> You will be evaluated on your ability to demonstrate how your organization has the organizational capacity and programmatic capability to undertake this project. In evaluating your organization for programmatic capability purposes under this criterion, EPA will consider information provided by you and may consider information from other sources, including Agency files. Applicants who have no relevant or available past performance reporting will receive a neutral score for this factor. A neutral score in this case is 2 points.	10 points total
<u>Environmental Outputs and Outcomes.</u> You will be evaluated on your ability to clearly describe the process for developing Project Performance Measures (See Section I. E) by listing all resources, activities, outputs, outcomes, and external influences associated with your project. Reviewers will consider how effective your Project Performance Measures are in tracking all outputs and outcomes.	10 points total
<u>Qualifications of the Project Manager.</u> You will be evaluated on your ability to clearly explain why the Project Manager selected to undertake the project is qualified to do so.	10 points total

Detailed Budget. You will be evaluated on the reasonableness of the costs and how the budget relates to the activities under the project.	10 points total
Total Maximum Points Available	100

B. Review and Selection Process

All proposals will be reviewed and scored under a two-step process.

1. Threshold Screening Process - All applications will be screened at Region 6 to ensure that the application meets the two conditions of Threshold Eligibility Criteria (see Section III. B and V. A. 1).

2. Panel Review Process - A panel of 6 reviewers will review, score, and rank the applications. The rank list will be sent to the Regional Selection Official for final selection of awards. EPA reserves the right to reject all applications and make no awards under this announcement.

C. Anticipated Announcements and Award Dates

Below is a tentative schedule of important dates:

Date	Activity
March 15, 2006	FY 2006 EJ Grants in Support of Communities Directly Affected by Hurricanes Katrina and Rita is announced and published.
March 15 - April 30 2006	Eligible applicants develop, complete, and submit their proposals.
April 30, 2006	Applications must be date stamped by courier service or postmarked by U.S. Postal Service by 11:59 pm April 30, 2006. Electronic Submissions through Grants.gov must be done by 11:59 pm April 30, 2006.
April 30 - May 7, 2006	Threshold Reviewers will review all applications received on/or before the closing date for Threshold Eligibility.
May 7 - 14, 2006	Letters to ineligible applicants will be sent, explaining the reason(s) for ineligibility.
May 14 - May 31, 2006	Ineligible applicants must request a debriefing of reason(s) for ineligibility by 11:59 pm, May 31, 2006.
May 31 - July 31, 2006	EPA reviews, scores, and ranks all eligible applications.
July 1, 2006	The EPA Selection Official will make final selections for award. All applicants will be notified of the results of the selection by mail.
August 31, 2006	The recipients of the 2006 grant will be announced.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. Award Notices

After all proposals are received, acknowledgments will be mailed to applicants. Once proposals have been recommended for funding, the EPA will notify the finalists and request complete applications. The finalists will be required to complete additional government application forms prior to receiving a grant, such as the EPA Form SF-424B (Assurances - Non-Construction Programs), EPA Form 5700-49 (the Certification Regarding Debarment, Suspension, and Other Responsibility Matters), and other required forms. The federal government requires all

grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements.

B. Administrative and National Policy Requirements

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/ogd/grants/regulations.htm>.

C. Reporting

1. Quality Assurance Project Plans (QAPP) – Quality assurance is sometimes applicable to assistance projects (see 40 CFR 30.54 and 40 CFR 31.45). Quality assurance requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources, such as databases or literature. Once the award is made, if a Quality Assurance Project Plan is required for the project, the applicant will have to draft a QAPP prior to beginning work on the project. You must reserve time and financial resources in the beginning of your project in order to prepare your QAPP and include the cost for developing your QAPP in your Detailed Budget. Selected applicants cannot begin data collection until EPA approves the QAPP.

2. Quarterly Reports - The Project Manager will be required to submit quarterly reports to update the Project Officer on the project's progress.

3. Final Report Requirement – The Project Manager must submit a Final Report for EPA approval within ninety (90) days of the end of the project period. A draft of this report should be submitted within 60 days of the end of the project period. A Financial Status Report is also required and will be described in the award agreement document. The EPA will collect, review, and disseminate those final reports that can serve as models for future projects.

D. Dispute Resolution

An applicant deemed ineligible because it did not meet the conditions required under the Threshold Eligibility Criteria (see Section III. B and Section V. A. 1) will be notified no later than 15 calendar days from EPA's receipt of the proposal, of the reason(s) for the application's ineligibility. The applicant will have **15 calendar** days from the date of the notification to request a debriefing on the decision. Responses can be made via e-mail, postal, or courier service but must be dated with the **15 calendar** day period for dispute resolution.

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>

E. Non-profit Award Administrative Capability

All nonprofit applicants that are recommended for funding will be subject to pre-award

administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

SECTION VII – AGENCY CONTACTS

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